



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
ASSISTANT CHIEF OF STAFF FOR INSTALLATION MANAGEMENT  
600 ARMY PENTAGON  
WASHINGTON, DC 20310-0600

13 JUN 2005

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MEMORANDUM FOR DEPUTY CHIEF OF STAFF, G-1, U.S. ARMY MATERIEL  
COMMAND (AMCPE), 9301 CHAPEK ROAD, FORT BELVOIR, VA 22060-5527

SUBJECT: Update on Army Environmental Management System (EMS) Milestones  
and Metrics

1. The purpose of this memorandum is to update you on the status of AMC installations in regard to the EMS implementation milestones. Enclosure 1 defines Army EMS metrics and milestones. Enclosure 2 lists the implementation status of the 21 AMC installations requiring an EMS as reported to me at the 24 Mar 05 EMS In Process Review (IPR).
2. I recognize that AMC has faced several challenges with trying to implement an EMS at the 21 appropriate facilities. As briefed in the 24 Mar 05 IPR, I understand that funding for EMS implementation at government-owned contractor operated (GOCO) installations have been the largest constraint on AMC in trying to meet the milestones and metrics. Furthermore, I know this issue is being resolved and that AMC is taking necessary measures to have an EMS in place by the 31 Dec 05 milestone. I would also like to recognize the efforts of those AMC Installations and Activities that have chosen to implement an EMS as good business practice but, due to the non-enduring mission, are not considered an appropriate facility. Such examples include Umatilla Chemical Depot and the other chemical demilitarization facilities.
3. The following are past and near term EMS milestones and AMC's current status according to the 1<sup>st</sup> Quarter 2005 Army Environmental Quality Report (EQR). This update was briefed by AMC to me on 24 Mar 05 at the EMS IPR and also includes Army Environmental Database Environmental Quality (AEDB-EQ) submitted data (as of 9 May 05):
  - a. **Policy Statement.** The Installation Commander (IC) signs an installation-wide environmental policy statement consistent with Army EMS policy and makes it available to installation personnel and the public, no later than (NLT) 30 Sep 03. I am happy to report to you that 100% of the AMC installations have met this milestone.
  - b. **Self-Assessment.** The installation conducts and documents an installation-wide EMS self-assessment consistent with Army EMS policy, and briefs it to the IC NLT 30 Mar 04. I am happy to report to you that 100% of AMC appropriate facilities have completed self-assessments and met this milestone.

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c. **Implementation Plan.** The IC signs a written plan delineating scheduled dates, identified resources, timelines, and organizational responsibilities for implementing an installation-wide EMS, consistent with Army EMS policy NLT 30 Sep 04. At the EMS IPR, AMC reported 71% of its installations have completed these plans. Submitted data extracted from AEDB-EQ on 9 May 05 indicates further progress has been made against this metric, with 81% of AMC installations reporting they have a signed implementation plan. Based on this data, it appears that Blue Grass Army Depot, Lake City AAP, Milan AAP have an implementation plan in development but it has not been signed by the IC. I am particularly concerned that Lone Star AAP indicates they have made no effort against this metric. This metric was due over six months ago, thus it is imperative that these installations complete this requirement immediately.

d. **Prioritized List of Environmental Aspects.** A prioritized list of environmental aspects consistent with ISO 14001 and Army EMS policy has been developed for installation-wide activities and briefed to the IC NLT 30 Mar 05. As of the EMS IPR, 48% of the AMC installations had completed a prioritized list of environmental aspects. AEDB-EQ indicates progress has been made towards meeting this metric, with 71% of your installations reporting that they have a prioritized list of aspects. However, there are still six AMC installations that have their list of aspects in development or have not started. Blue Grass Army Depot, Kansas AAP and Lone Star AAP indicate they have made no effort against this metric. This is troubling, since this metric is one of the most difficult and time consuming of the six DoD metrics required to comply with EO 13148. I recognize that funding issues have contributed to this situation; therefore, every effort should be made to ensure that your facilities begin working towards meeting this metric.

e. **Awareness-Level Training.** At the EMS IPR held on 24 March 2005, 38% of AMC installations had completed the awareness-level training metric due NLT 30 Mar 05. This is largely due to an overly complex metric, which was revised in Jan 05, after the reporting period ended. Instead of a requirement to document that high percentages of personnel received awareness training, installations now are required to develop and implement an awareness training procedure. This removes the undue administrative burden of tracking individual personnel training and I believe will be more effective. AEDB-EQ data indicates significant progress has been made against this metric, with 81% of AMC installations reporting they have developed and followed awareness training procedures. However, Lone Star AAP indicates no effort has been made against this metric. Please work with Blue Grass Army Depot, Kansas AAP, Sierra Army Depot and Lone Star AAP to complete this metric as soon as possible, as employee awareness forms the foundation of an EMS. To aid in this effort we have developed a sample awareness training procedure and posted it on the DENIX website at <https://www.denix.osd.mil/denix/Public/Library/EMS/guidance.html>.

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f. **Annual Review.** The IC and EQCC (or equivalent) have conducted at least one documented annual review of progress on the EMS implementation plan to assure mission focus and ISO 14001 conformance NLT 31 Dec 05. As of the 24 Mar 05 EMS IPR, 38% of AMC installations had completed an annual review. AEDB-EQ indicates little progress against this metric was made during the last quarter, with 43% of AMC installations indicating that they have completed an annual review. Please instruct your IC's to schedule an EMS management review prior to 31 Dec 05.

4. Enclosure 2 also shows the status of AMC installations with respect to all 7 EMS milestones based on 1<sup>st</sup> Quarter 2005 EQR data and briefed by your staff to me on 24 Mar 05. I am particularly concerned with those installations not meeting any of the first three milestones, since these were required to be completed at least six months ago. As mentioned above, developing a prioritized list of environmental aspects has proven to be a very difficult and time-consuming endeavor. It is also the key to implementing a successful and mission focused EMS.

5. It is important that you are aware of AMC's status. Your attention and leadership will be critical in providing the direction and support necessary for your installations to complete all of the milestones. Please pass along my thanks and congratulations to Tobyhanna Army Depot, Scranton Army Depot, Riverbank AAP, Lima Army Tank Plant and Anniston Army Depot. They are the 5 AMC installations that have met the requirements of EO 13148 by completing all six of the DoD metrics. It should also be noted that submitted data extracted from AEDB-EQ on 9 May 05 indicates that Letterkenny Army Depot, Hawthorne Army Depot and Radford AAP have also completed all of the metrics since the last IPR.

6. We have recently revised the *US Army Environmental Management Systems Implementers Guide* to assist installations with EMS implementation efforts; it is available at <https://www.denix.osd.mil/denix/Public/Library/EMS/guidance.html>.

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7. My office will continue to monitor the installations' progress against Army milestones via quarterly submissions. Please let us know where we can assist your personnel with EMS implementation. The OACSIM POC is Douglas Warnock, (703) 601-1573 (DSN 329), email [douglas.warnock@hqda.army.mil](mailto:douglas.warnock@hqda.army.mil).

FOR THE ASSISTANT CHIEF OF STAFF FOR INSTALLATION MANAGEMENT:



CHRISTOPHER E. SCHUSTER  
Colonel, GS  
Director, Environmental Programs

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CF:

DEPUTY ASSISTANT SECRETARY OF THE ARMY FOR ENVIRONMENT, SAFETY,  
AND OCCUPATIONAL HEALTH, DASA(ESOH)  
US ARMY ENVIRONMENTAL CENTER, ATTN: SFIM-AEC-CO, ABERDEEN  
PROVING GROUND, MD 21010-5401

## **Army (AMC) Environmental Management Systems Milestones and Metrics**

A schedule to achieve the criteria and metrics developed by the DoD and Army to guide progress and measure performance during implementation of environmental management systems at appropriate facilities is provided below.

To meet the December 2005 implementing requirements, AMC installations should complete the following elements by the indicated dates:

1. **NLT 30 Sep 03.** A policy statement consistent with ISO 14001 and the Army Environmental Management System Action Memorandum has been developed, signed by the Garrison Commander (GC), and made available to installation personnel and the public.
2. **NLT 30 Mar 04.** An installation-wide Environmental Management System self-assessment has been documented and briefed to the GC.
3. **NLT 30 Sep 04.** A written implementation plan with scheduled dates, identified resources, timelines and organizational responsibilities for implementing an installation wide, mission focused, ISO 14001 Environmental Management System NLT FY09 has been developed and has been signed by the GC.
4. **NLT 30 Mar 05.** A prioritized list of environmental aspects consistent with ISO 14001 and Army EMS policy has been developed for installation-wide activities and briefed to the GC.
5. **NLT 30 Mar 05.** Appropriate facilities have established a documented procedure, and followed it to ensure that appropriate installation personnel have received EMS awareness training consistent with Army EMS policy.
6. **NLT 31 Dec 05.** The GC and EQCC (or equivalent) have conducted at least one documented annual review of progress on the EMS implementation plan to assure mission focus and ISO 14001 conformance.
7. **NLT 30 Sep 09.** The installation has fully met all Army EMS implementation requirements and self-declared its system's conformance to the ISO 14001 Standard.

# AMC Appropriate Facilities and EMS Status - 24 Mar 2005

HQ	HQ2	HQ3	Installation	EMS Policy Completed and Signed (Deadline: 30 Sep 03)	Self Assessment Completed (Deadline: 30 Mar 04)	Implementation Plan Completed and Signed (Deadline: 30 Sep 04)	Aspects Analysis Completed (Deadline: 30 Mar 05)	Awareness Training Completed (>98%) (Deadline: 30 Mar 05)	EMS Annual Review Completed (Deadline: 31 Dec 05)	EMS In Place (Deadline: 31 Dec 05)	Full Conformance with ISO 14001 (Deadline: 30 Sep 09)
AMC	AMCOM	AMCOM	LETTERKENNY ARMY DEPOT	✓	✓	✓	✓	✓	✓	✓	✓
	CECOM	CECOM	TOBYHANNA ARMY DEPOT	✓	✓	✓	✓	✓	✓	✓	
	CMA	CMA	PINE BLUFF ARSENAL	✓	✓	✓	✓				
	JMC	JMC	RADFORD AAP	✓	✓	✓	✓				
			SCRANTON AAP	✓	✓	✓	✓	✓	✓	✓	✓
			IOWA AAP	✓	✓						
			KANSAS AAP	✓	✓						
			TOOELE ARMY DEPOT	✓	✓	✓	✓				
			BLUE GRASS ARMY DEPOT	✓	✓	✓					
			HOLSTON AAP	✓	✓	✓			✓		
			MILAN AAP	✓	✓						
			HAWTHORNE ARMY DEPOT	✓	✓	✓		✓			
			LONE STAR AAP	✓	✓						
			MCALESTER AAP	✓	✓	✓					
			RIVERBANK AAP	✓	✓	✓	✓	✓	✓	✓	✓
			LAKE CITY AAP	✓	✓	✓					
	TACOM	TACOM	WATERVLIET ARSENAL	✓	✓	✓		✓			
			LIMA ARMY TANK PLANT	✓	✓	✓	✓	✓	✓	✓	
			RED RIVER ARMY DEPOT	✓	✓		✓	✓			
			SIERRA ARMY DEPOT	✓	✓	✓			✓		
			ANNISTON ARMY DEPOT	✓	✓	✓	✓	✓	✓	✓	✓